



Terms of Reference (ToR) for the Resident Project Coordinator in Kagera

1. INTRODUCTION

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID-19, conflict in Ukraine, and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people especially those who are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

2.0 PROJECT OVERVIEW

GAIN Tanzania is implementing the 12-month **Lishe Shuleni** Project in Kagera region aiming to improve access to and consumption of diverse, nutritious diets—specifically fortified and biofortified staple food among **34,200** schoolchildren in **54** schools across Bukoba, Misenyi and Muleba District Councils. It builds on prior investments in fortification and biofortification, including support provided through a previous GAIN grant that strengthened the capacity of local maize millers' associations to supply fortified maize flour.

The project will facilitate structured market linkages between operational millers producing fortified maize flour and school feeding programmes, leveraging these supply chains to ensure the consistent availability and access.

Additionally, it will also integrate biofortified crop—notably High Iron Beans (HIB)—into school-based production systems to supplement and partially replace the energy-dense, low-nutrient staples currently prevalent in school meals. Vegetables production will also be initiated in 80% of participating schools to support diet diversification and provide practical learning platforms for diversified diets nutrition education and sustainability planning.

3.0. PURPOSE OF THE ASSIGNMENT

To strengthen community-level coordination, improve project delivery cost efficiencies and deepen local partnership during the implementation of the project as part of its sustainability strategy, GAIN seeks to engage a Resident Project Coordinator (RPC) based in Kagera.

The Resident Project Coordinator (RPC) will provide on-the-ground leadership, coordination, and technical support to ensure the timely and high-quality delivery of activities under the **Lishe Shuleni project**. Working closely with the Project Lead (Food Fortification Project Manager) and in collaboration with relevant GAIN departments, the RPC will facilitate stakeholder engagement, track implementation progress, and generate actionable insights to enhance project effectiveness, sustainability, and learning across the three district councils of Bukoba, Misenyi and Muleba.

3.1 Reporting & Supervision

- **Reporting line:** Food Fortification Project Manager (Project Lead)
- **Matrix support:** Programme Operations, Monitoring & Learning (MEAL), and Finance teams in Dar es Salaam
- **Direct reports:** None (but will provide task guidance to short-term enumerators and community facilitators as required)

3.2 Key Responsibilities:

The Resident Project Coordinator (RPC) will be responsible and accountable for the below indicative tasks:

- i. **Planning & Coordination:**
 - Develop costed district level implementation work plan for the three project targeted district councils in line with the approved project plan.
 - Coordinate weekly/bi-weekly check-ins with the project lead and update the implementation tracker on a bimonthly basis

- Facilitating communication and collaboration among project teams, partners, and stakeholders.
- ii. **Stakeholder Engagement:**
 - Serve as primary focal point for Regional Secretariate, District councils, School Meal Committees, Kagera Millers Association, seed suppliers and community groups,
 - Convene quarterly joint stakeholder project performance review meetings and document agreed actions.
- iii. **Technical Support & Capacity Building**
 - Provide hands-on guidance to schools on fortified flour procurement, High-Iron Bean (HIB) and vegetable production and nutrition education campaigns.
 - Support millers with National e-procurement System (NeST) registration and compliance with fortification standards
- iv. **Monitoring, Evaluation & Learning**
 - Collect and validate data on key performance indicators; oversee school-level record keeping aligned with the digital School Feeding Dashboard
 - Prepare monthly progress briefs, collaboratively with GAIN's Communication Associate develop at least six project success stories to per district council
 - Develop an end of assignment report
- v. **Logistics & Resource Management:**
 - Coordinate timely distribution of IEC materials and farm inputs required for project activities
 - Ensure the effective utilization of project supported resources and submit expense retirements in accordance with GAIN policy.
- vi. **Risk Management & Safeguarding:**
 - Monitor operational, security, and safeguarding risks, including potential disruptions related to the upcoming October 2025 general elections.
 - Maintain and routinely update the project risk matrix, ensuring timely escalation of identified issues to relevant management and oversight bodies.

- Ensure that all project implementation and delivery activities are conducted in accordance with GAIN's **Gender Equity, Child Protection**, and **Do No Harm** principles, safeguarding the dignity and safety of all individuals engaged through the project.

vii. Project Visibility & Communications

- Liaise and work collaboratively with GAIN's Communications team to develop and document success stories, lessons learned, and project updates for internal and external visibility, including media and donor engagement.
- Represent GAIN at relevant district-level forums, events, and stakeholder engagements, ensuring consistent and credible visibility of the project's objectives, activities, and results.

4.0 DELIVERABLE & TIMELINE

Deliverable	Due Date	Acceptance Criteria
Inception report with refined district work plan, stakeholder map, and risk register	Week 3 after contract sign-off	Approved by Project Lead
Monthly progress & expenditure reports (×5)	End of each month	Submitted in GAIN template, data validated
Consolidated distribution log of IEC materials & inputs	Month 3	Verified by schools & millers
Stakeholder review meeting minutes (×2)	Months 3 & 5	Action points with responsible parties & deadlines
Draft case study / success story	Month 4	Cleared by Communications team
Final completion report & hand-over note	End of Month 6	Lessons learned, KPIs achieved, sustainability actions

5.0 DURATION, LOCATION AND NATURE OF APPOINTMENT

- **Contract type:** Short-term consultancy (fixed fee + reimbursable expenses)
- **Period:** Six (6) months, expected **August 2025 – January 2026**

- **Duty station:** One of the project districts (Bukoba, Missenyi, or Muleba) with periodic travel across Kagera and occasional briefing/debriefing visits to Dar es Salaam.

6.0 REQUIRED QUALIFICATIONS & EXPERIENCE

The Resident Project Coordinator will be recruited competitively following announcements in Kagera region and will need to have the following qualifications and work experience:

- At least 5 years working experience in agricultural, agricultural extension services and Food Science, Nutrition, or related fields with recognised technical expertise.
- A Bachelor's degree in Agriculture, Food science, Nutrition, Public Health or related field.
- Demonstrated expertise in supply-chain linkages, community mobilisation and government liaison.
- Proven ability to plan, oversee and coordinate project delivery and report against tight timelines, strong data management and analytical skills.
- Familiarity with Go school feeding policies, fortified foods standards, nutrient enriched Crops varieties and e-procurement (NeST)
- Excellent interpersonal, facilitation and conflict-resolution skills with experience in networking with partners at multiple levels (ministry, donors, private sector, NGOs, and local community-based organizations).
- Proven written, analytical, presentation and reporting skills and demonstrated computing skills.
- Fluency in spoken and written English and Kiswahili
- Experience working in, and preferably originating from, the project districts or Kagera region

7.0 FEES & PAYMENT SCHEDULE

Payments will be made upon satisfactory submission and approval of deliverables, according to the following instalments:

- 20 % upon acceptance of inception report;
- 50 % pro-rata across monthly reports;

- 30% upon approval of final completion report.

8.0. Application Procedure

Interested applicants should submit:

1. An up-to-date CV (maximum 4 pages).
2. A cover letter demonstrating relevant experience and proposed daily rate.
3. Contact details of two professional referees.

Applications should be emailed to angemela@gainhealth.org with the subject line ***“RPC – Lishe Shuleni, Kagera”*** by **30/07/2025**